OPNAV INSTRUCTION 5350.4B
CHANGE TRANSMITTAL 1

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL

Encl: (1) Revised pages 9, 10, 13 through 16 of enclosure (4), B-5 through B-11 of appendix B of enclosure (4), appendix C of enclosure (4), 3 of enclosure (12), A-7, A-8, A-13, A-14, and new page A-15 of appendix A of enclosure (13) and new appendix C to enclosure (12).

1. **Purpose.** To revise urinalysis coordinator guidance in random collections, to meet postal regulations for packaging, to provide the urinalysis field testing quality assurance policy, to implement the annual urinalysis field testing operation reporting procedures, and to change the originator's code.

2. Action.

a. In the upper right corner of the first page of the basic instruction, change the originator's code to read "Pers-63" vice "OP-15."

b. Remove pages 9 and 10, 13 through 16 of enclosure (4), pages B-5 through B-11 of appendix B to enclosure (4), appendix C to enclosure (4), page 3 of enclosure (12), pages A-7, A-8, A-13 through A-15 of appendix A to enclosure (13) and replace with enclosure (1) of this change transmittal.

R. J. ZLATOPER
Deputy Chief of Naval Operations
(Manpower, Personnel and Training)

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(2) Observe individuals under their supervision and fully document evidence of substandard performance or misconduct. Such indicators are often evidence of alcohol or other drug abuse problems. When appropriate, refer subordinates to the DAPA.

p. All personnel are responsible and fully accountable for their personal activities relating to alcohol and other drug abuse and for any substandard performance or illegal acts resulting from such activities. Additional responsibilities include:

(1) Reporting known or suspected incidents of drug abuse or trafficking to the immediate supervisor or commanding officer, security agency (e.g., base police or Master at Arms (MAA)), or local office of NISCOM. Members having knowledge of an offense committed by a person in the naval service, including a drug offense, are required by U.S. Navy Regulations to report such an offense. Failure to do so may constitute an offense under Article 92 of reference (j) as an orders violation or dereliction of duty, as the case may be.

(2) Encouraging persons suspected of having an existing or potential alcohol or other drug abuse problem to seek assistance.

(3) Notifying the appropriate commanding officer, via the chain of command, immediately when abuse exists or is suspected. The commanding officer must be fully informed of the circumstances, so that he or she may personally evaluate the impact on unit readiness.

(4) Promoting a command climate of zero tolerance of alcohol and other drug abuse.

8. Reports and Forms

a. Reports. The following reports are approved for three years only from the date of change transmittal one:

(1) Drug and Alcohol Abuse Report (DAAR) required by enclosure (12), paragraph 1, is assigned Report Control Symbol OPNAV 5350-2.

(2) Drug and Alcohol Abuse Semi-Annual Report (DAASAR) required by enclosure (12), paragraph 2, is assigned Report Control Symbol OPNAV 5350-9 (formerly DD-HA(SA)1094(5350).

(3) Urine Sample Custody Document and Report of Laboratory Urinalysis required by enclosure (4), appendix B, is assigned Report Control Symbol OPNAV 5350-4.

(4) Annual Urinalysis Field Testing Operation Report (AUFTOR) required by enclosure (4), appendix C, is assigned Report Control Symbol OPNAV 5350-10. (A

b. Forms. The following forms are available through normal supply channels per NAVSUP P-2002:

	FORM NUMBER	TITLE	STOCK NUMBER
R)	OPNAV 5350/1 (4-90)	Drug & Alcohol Abuse Statement of Understanding	0107-LF-006-5200
R)	OPNAV 5350/2 (4-90)	Urine Sample Custody Document	0107-LF-009-4100
	OPNAV 5350/7 (1-86)	Drug and Alcohol Abuse Report (DAAR)	0107-LF-053-5565

	DD 1384 (4-66)	Transportation Control and Movement Document	0102-LF-013-5700
A)	OPNAV 5350/10 (4-90)	Drug and Alcohol Abuse Semi-Annual Report (DAASAR)	0107-LF-010-2200

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otherwise requested by the submitting command to retain the sample an additional period of time.

b. A positive laboratory report is a dependable indication that drugs are present in the urine. A cross-check should be made with appropriate medical and dental personnel to determine whether the member was using legitimately prescribed medications or if any other valid reason could explain the positive. The medical officer shall report to the member's commanding officer whenever there appears to be an authorized use of the identified drug.

c. Using all information available, including the urine test results, medical and dental records, service record, and chain of command recommendations (e.g., department head, division officer, leading chief petty officer), the commanding officer will make one of the determinations listed below. In the case of recruits, NAVETs, and new accessions to the Navy, a claim of unknowing use or administrative error must be established by clear and convincing evidence and be ratified by Pers-63 and in cases where the member is authorized by competent medical authority to use the drug identified, by a valid medical prescription for that drug.

(1) The member is a drug abuser. Commands will follow the disposition guidelines contained in enclosure (7).

(2) The member is not a drug abuser. In cases in which the commanding officer determines that the urinalysis result attributed to a particular member is the result of administrative error (e.g., faulty local chain of custody, evidence of tampering) or that the drug use was not wrongful (e.g., prescribed medication, unknowing ingestion), the member shall not be identified as a drug abuser. The positive urinalysis is not a drug abuse incident in such cases and no action/documentation is required.

(3) The member's wrongful use of drugs is in doubt. When, in the judgment of the commanding officer, there remains some question as to the member's wrongful use of drugs, the commanding officer has an option to:

(a) ask the member to consent to urinalysis tests as outlined in paragraph 5a(1);

(b) direct the member to participate in a urinalysis evaluation program for a maximum of 6 months as outlined in paragraph 5c(3), and use the results to aid in the determination; or

R) (c) request the laboratory to reexamine the original documentation for error.

A) (d) request the laboratory to retest the original sample. Retesting requires additional urinalysis confirmation documentation and reduces the quantity of urine available for future directed retesting (i.e., in the case of courts-martial). This should not be a routine course of action. In cases where the retest request will result in a remaining specimen volume of 10 milliliters or less, which may be insufficient for further testing, the requesting authority will be notified to advise the NDSL in writing if the retest should be performed. Further guidance on retest requests is given in paragraph 10 of this enclosure.

(d) If the test result is to be used in a courts-martial or administrative proceeding, and the trial or administrative proceeding cannot be completed within the 1-year period, the submitting command must request an extension of the 1-year urinalysis results retention period from the NDSL that performed the test(s). When urinalysis test results are used as evidence in a general or special courts-martial, the command should consult the trial counsel as to when the laboratory may discard the positive sample and inform the respective laboratory holding the sample.

12. Urinalysis Guidance

a. Conduct every urinalysis test with the full expectation that administrative or disciplinary action might result.

R) b. Urinalysis coordinators shall be designated in writing by the commanding officer. The coordinator shall be, along with the DAPA, a command resource for the Navy drug and alcohol program. The coordinator shall be responsible for training collection assistants and observers and an uncompromised shipment of the samples to the assigned NDSL. Officers and chief petty officers (CPOs) should, where practicable, serve as urinalysis coordinators and observers. In all instances, it is crucial that responsible individuals be used in those positions. To facilitate the collection of a unit sweep where all hands are to be sampled, the designation in writing of an additional unit urinalysis coordinator is recommended. By using two coordinators to supervise observation, collection, and conduct the proper chain of custody and shipment of the other unit coordinator's sample, the possibility of compromising the unit sweep is removed.

c. Random sampling of smaller numbers of personnel on a more frequent basis provides best results. It reduces the predictability of command testing and raises the perceived risk of detection. For an effective Urinalysis Program, testing should never be conducted: (R

(1) On a predictable schedule,

(2) On a specific day each month,

(3) Immediately following the receipt of collection bottles by the coordinator,

(4) With a policy to delete personnel from a test because they may have been previously tested under random or another premise,

(5) Coincident with specific or periodic musters.

d. Random testing of large commands can effectively be conducted by dividing the command into divisions, work centers, branches, or shifts and then selecting one of these units randomly for testing. This method localizes the pool and assists in a timely completion of testing. Random selection of individuals can be facilitated by use of the last digit of personnel social security numbers. To ensure randomness in watch section testing, the watch section should vary (not always the 0800 to 1200 section). Commands shall ensure a random testing frequency to avoid predictable testing patterns.

e. Planned testing dates should be held in strictest confidence. The element of surprise is essential to a successful deterrence program.

f. Under no circumstances shall the command urinalysis coordinator and observers provide their own samples to be included in the batch when conducting urinalysis testing. If the command desires that the command urinalysis coordinator and observers/administrative assistants be tested (i.e., unit sweep), the use of the command's additional unit urinalysis coordinator or assistance of another command's urinalysis coordinator is required to collect, document, package, and send the samples obtained. The importance of preventing command urinalysis coordinators from handling a batch that contains their own sample cannot be overemphasized. Failure to adhere to this requirement, however, does not confer a legal right or benefit to any persons who were part of that batch and who test positive. Each such

occurrence shall be evaluated on a case-by-case basis. All incidents where the coordinator or observer(s) were also sample providers in the same batch shall be reported to Pers-63.

R) g. Specimen collection should immediately follow the test announcement. Members designated for testing should report directly to the collection site, under escort if considered necessary. This denies members the opportunity to void prior to providing the urine sample.

h. Strict adherence to direct observation policy prevents most countermeasures (substitution, dilution, adulteration).

R) i. Mailing as soon after collection as practical reduces the possibility of tampering, errors in maintaining the chain of custody, and sample deterioration.

R) j. Infrequent (once per month) users of marijuana will ordinarily remain positive at the established laboratory cutoff levels for 3-5 days following their most recent use. Most heavy users of marijuana will test positive at laboratory cutoff levels for a longer period of time after discontinuing use. Continued positive results over time indicate continued abuse or previous extremely heavy abuse and requires evaluation for chronic drug dependency. Average users of most other drugs will test negative within 2-4 days following the most recent use.

k. Restrained use of entire unit sweeps is recommended since they use up to 40 percent of a command's yearly laboratory urinalysis quota. Random sampling and sub-unit sweeps are normally better deterrents and simplify command collection and chain of custody procedures. However, section 7 of this enclosure remains applicable.

l. Intelligent use of monthly testing quota, tight chain of custody, and strict compliance with collection procedures maximize the deterrent value of the command urinalysis program.

R) m. Field test kits are acceptable for aftercare and surveillance testing to provide immediate screening results. Field testing is prohibited for use in random, unit, and sub-unit sweeps, or other scenarios involving large numbers of samples.

shall be discarded. See enclosure (4), paragraph 8, for restrictions on using field test results.

a. The unit coordinator shall deliver the samples and OPNAV 5350/2(s) to the field test equipment operator.

b. The field test equipment operator shall sign OPNAV 5350/2(s) acknowledging receipt of the samples and test all samples according to procedures specified by the equipment manufacturer.

(1) Retain the daily work sheet, indicating all testing conducted, for 2 years.

(2) Retain the Result Cards for all controls and those samples indicated as positive for 2 years. Discard Result Cards for those samples indicated as negative.

c. The field test equipment operator shall annotate positive results in Block 10 of OPNAV 5350/2 (e.g., + THC, + AMP, etc.). Drug abbreviations may be found under General Instructions on the form. Block 10 may contain more than one positive indication. The field testing operator must note on the OPNAV 5350/2 that the urine specimen(s) were received sealed, opened for testing, and resealed with new tamper resistant tape by the field testing operator in those cases where tamper resistant tape was utilized to seal the sample originally.

d. After completing the field tests, the equipment operator shall line through and initial the entry(s) on OPNAV 5350/2(s) for those samples which did not test as positive and discard all the negative samples.

e. The field test equipment operator shall deliver samples which tested positive and OPNAV 5350/2 to the unit coordinator. The unit coordinator shall sign OPNAV 5350/2, acknowledging transfer of custody, and prepare the samples for shipment to a NDSL.

3. Preparation for shipment. The unit coordinator shall prepare samples for shipment as follows:

a. Ship urine specimens in the same (12 bottle) shipping container. The coordinator shall pack specimens for shipment as follows: (R

(1) Use one of the two types of secondary containers available for the purpose; i.e., a single specimen bag (plastic) or a mail pouch (plastic).

R) (2) Ensure each bag or pouch contains absorbent material. There are two types of material: a small 1 to 2 square inch absorbent pad for use with single specimen bags; and a 5"x 5" absorbent pad for the mail pouch container. The 5"x 5" absorbent pad can only absorb the fluid in 2 bottles; therefore, a box of 12 bottles inside a mail pouch will require 6 such pads. Urinalysis coordinators should check the manufacturer's specifications on the amount of liquid the available absorbent pads can contain and package accordingly.

(3) Use of the single specimen bag:

(a) The coordinator shall check the bottle cap for tightness. If tightening breaks the tamperproof seal, replace the tamperproof seal and make appropriate documentation on the chain of custody form. Place the bottle in the single specimen bag.

(b) After the absorbent material is placed within the bag, the adhesive top should be folded carefully to attain a leakproof seal. The leakproof seal is necessary to contain any urine in the event of bottle failure until the absorbent material can react.

(c) Place the bottles in the shipping box cells provided with the separator insert and use additional paper to reduce bottle movement during shipping. Do not use the empty unused bottles as packing. Retain the empty bottles with adequate security to keep them valid for future use.

(d) Enclose one copy of the OPNAV 5350/2 in a waterproof mailer and insert the mailer into the shipping container box.

(e) The outside of the box (when sealed) must have the following printed on the address label side: "Clinical Urine Specimens."

(4) Use of the mailing pouch:

(a) The coordinator shall check each bottle cap for tightness. If tightening breaks the tamper proof seal, replace the seal and make appropriate documentation on the chain of custody form. Bottles will be placed into cells provided by the separator insert. If less than 12 bottles are present, empty cells will be filled with paper to reduce shipment movement.

(b) Enclose one copy of the OPNAV 5350/2 in a waterproof mailer and insert the mailer into the shipping container box and seal.

(c) Open the mailing pouch and place only one (R
cardboard shipping box inside the mailing pouch ensuring there are enough absorbent pads to capture all urine within the carton if a spill/leakage should occur in shipment (i.e., twelve 60ml bottles equals 720ml of urine). Carefully fold the pouch adhesive strip to attain a leakproof seal. The leakproof seal is necessary to contain any spilled urine in the event of bottle failure until the absorbent pad(s) can react.

(d) Place the adhesive mailing label and a printed label stating "Clinical Urine Specimens" on the outside of the mail pouch.

(5) These national stock numbers (NSNs) are for the secondary container and absorbent material:

(a) Single specimen bags:

Bag, specimen, 5"x 6"	6530-01-307-5431
Bag, specimen, 4"x 6.5"	6530-01-307-5430

(b) Multi-specimen bag:

Mailing pouch, 10.5"x 15"	6530-01-304-9762

(c) Absorbent material:

Pouch, liquid absorbent, 1.25"x 1.25"	6530-01-307-7434
Pouch, liquid absorbent, 2.5"x 3"	6530-01-307-7433
Pouch, liquid absorbent, 5"x 5"	6530-01-304-9754

(d) Envelope:

Envelope, packing list	8105-00-857-2246

R) b. Hand delivery of urinalysis samples directly to an NDSL by the command urinalysis coordinator negates the requirement for a secondary container in the collection packaging. The primary container (bottle) must still be sealed with tamper proof tape.

c. If the specimens were tested on field test equipment, submit only the samples which tested positive to the laboratory. More than one batch may be placed in a shipping container provided that all positives from one batch are all in the same shipping container. The original OPNAV 5350/2 must accompany all specimens described thereon.

4. Transportation

a. The unit coordinator shall indicate in Block 11(b) of the original OPNAV 5350/2 one of the following modes of shipment:

(1) "Released to First Class U.S. Mail."

(2) "Released to Certified Mail #XXXX."

(3) "Released to Registered Mail #XXXX."

(4) "Released to PO3 Smith to hand carry to drug testing laboratory." In such case, PO3 Smith would sign Block 11(c) of the OPNAV 5350/2 upon receiving the specimens.

(5) "Released to Military Airlift Command, Bill of Lading Number XXX."

(6) "Released to United Airlines Flight 554, Bill of Lading Number XXX."

(7) "Released to Swiss Air Flight 52, Bill of Lading Number XXX." (NOTE: A foreign flag carrier is used only when no other shipment means is available.)

(8) When the Registered Number or Bill of Lading Number is not determined prior to sealing the container, indicate only

the mode of shipment on the original and copy of OPNAV 5350/2 and annotate the command copy with the appropriate number when the container is accepted for shipment.

b. The unit coordinator shall seal all sides, edges, and flaps of the box with adhesive paper tape, then sign and date across the tape on the top and bottom of each shipping container.

(1) Seal and sign each container whether shipped separately or collectively, mailed or hand delivered to the NDSL.

(2) U. S. Postal Regulations allow only two 12 bottle (R
shipping containers to be consolidated into a larger box. Coordinators will line the larger box to prevent the contents from rubbing against the box. Seal all shipping containers inside a plastic bag. Add sufficient packing material to prevent shifting of contents.

c. The unit coordinator shall place the original OPNAV 5350/2 in a sealed envelope (retaining one copy) and affix the envelope to the sealed shipping container. Report Control Symbol 5350-4 applies to the data transmittal.

d. The unit coordinator shall wrap the container with brown mailing paper or place container(s) in a larger outer container (the OPNAV 5350/2 will remain affixed to the specimen box inside). An alternate method is to wrap the shipping container with brown mailing paper and then to attach the original urine sample custody document to the outside of the container in a see-thru mailer envelope. Boxes or mailers shall be shipped to the NDSL specified by the second echelon commander or to the appropriate alternate laboratory. If applicable, priority ONE will be entered on DD 1384, Transportation Control and Movement Document, or in the "Description of Contents" block on the U.S. Government Bill of Lading.

e. When boxes of samples from several commands or unit coordinators are collected at a central collection point for shipment or an intermediate individual will actually enter the samples into the selected mode of shipment, the actions described above shall be performed by the collection point coordinator after he or she signs the OPNAV 5350/2 in Block 11(c) and provides a copy to the unit coordinator.

5. Laboratory Handling

a. The commanding officer of the cognizant NDSL or the director of the DOD certified laboratory is responsible for maintaining an internal identification system to maintain accountability of specimens and samples within the laboratory.

b. A designated laboratory employee will receive the shipment of specimens and store them so that the integrity and physical characteristics are maintained.

c. An individual designated by the commanding officer or laboratory director shall open the outer wrappings, locate the OPNAV 5350/2, and visually inspect the shipping container to determine if the seals on sides, edges, and flaps were opened or tampered with while in transit. The designated individual shall then describe the condition of the shipping container in the appropriate block and sign and date the OPNAV 5350/2.

d. The designated individual shall then open the container and inventory the contents. Accountability shall be maintained on specimens as portions are transferred to sample test bottles and routed throughout the lab. The original specimen bottles, with residual urine, shall be held in a secure location until preliminary and/or confirmation testing of the samples is complete.

e. Working samples (that portion of the specimen which actually undergoes testing) shall be discarded. The residual urine and the original specimen bottle of those samples testing negative shall be discarded. The OPNAV 5350/2 will be annotated to indicate positive samples at the end of the confirmation process. The original specimen bottle, with residual urine, of those samples testing positive will be stored (frozen at -5 to -20 degrees C) for one year following issuance of the report described in paragraph 5f below, after which it may be discarded unless the laboratory is requested to retain the specimen due to pending legal or administrative proceedings. Commands requesting sample retention shall advise the NDSL when legal or administrative proceedings are completed so that unneeded specimens may be discarded. If legal or administrative proceedings are not completed within the requested period, the submitting command shall request another extension. Unless the sample is ordered retained by a court of competent jurisdiction,

in cases tried by a courts-martial, samples need not be retained beyond the date of the final action. In cases involving nonjudicial punishment, samples may be discarded following action on any appeal or upon expiration of the time period within which to file such an appeal.

f. A Report of Laboratory Urinalysis shall be forwarded to the originating command by naval message, using Report Control Symbol 5350-4, with information copies to the Armed Forces Institute of Pathology and the appropriate chain of command as specified on OPNAV 5350/2. The report will consist of at least the following elements:

(1) Identification of OPNAV 5350/2:

(a) Locally assigned batch number (Block 5)
(b) Date prepared for shipment (Block 6)

(2) Identification of positive findings:

(a) Specimen number (Block 7)
(b) SSN (Block 8)
(c) NDSL findings (Block H)

(3) A statement that all specimens not specifically listed are negative (unless all specimens are listed).

g. The laboratory certifying official shall sign the OPNAV 5350/2, certifying that the results are accurate and have been correctly reported to the originating command.

h. The original OPNAV 5350/2, the original intra-laboratory chain of custody document (if used), confirmatory documentation (gas chromatograph/mass spectrometry tracing(s)), and a copy of the results message shall be attached together and retained by the laboratory for a minimum of 3 years. After 3 years, these records shall be disposed of locally without notification to the originating command.

Field Test Kit Operation/Quality Assurance (R

1. Operational Policy. Field testing provides the commander with the capability to screen for drugs of abuse on station. Field testing originally assisted the NDSLs by screening out negative samples at the command level. Today the NDSLs are capable of handling all Navy urinalysis requirements. To maintain control of the field testing process, the following policy is provided:

a. Management of the Navy field testing program is delegated to the Director, Navy Drug and Alcohol Program Division (Pers-63).

b. Operation of a field testing site ashore within the continental United States shall be restricted to use for investigative purposes only.

c. Overseas shore stations, deploying units and ships shall employ field testing for drug abuse screening only when unable to obtain timely results from a NDSL (i.e., PCS transfer, "A" school, etc.).

d. Field testing is prohibited for use on unit sweeps, sub-unit sweeps and random group sampling if more than five samples are to be collected.

e. Field testing is allowed for single probable cause situations, rehabilitation facility follow-up testing, and within the accession screening laboratories at the Navy Recruit Training Commands (RTCs).

f. All commands with field testing instruments shall submit an annual message report not later than 30 November to BUPERS (Pers-63) citing the location of the equipment (medical, MAA, etc.), type of equipment, reagents used, date of last operator(s) certification, number of samples screened in the past fiscal year. Report format is provided in enclosure (12).

g. The establishment of a field testing installation shall be requested through the chain of command to Pers-63. Requests will be approved by Pers-63 with technical concurrence of BUMED, provided that there is sufficient justification of the command's need for immediate drug testing results.

h. Field testing shall never be used to confirm the presence of a drug or as the sole source of evidence for punitive and/or administrative action.

i. To remain certified, all commands using field testing instruments shall participate in the Navy field testing external quality assurance program as provided in paragraph 3b.

2. Equipment Operation

a. Only the Department of Defense approved test kits and instruments shall be used.

b. Only trained, certified operators shall operate field test equipment.

c. Operator training and certification requirements:

(1) All field test equipment operators shall receive a minimum of 2 hours of hands-on instruction from the equipment manufacturer and successfully complete the appropriate Proficiency Checklist administered by the manufacturer's representative.

(2) The commanding officer shall certify in writing that the operator has completed the minimum training requirements and successfully completed the appropriate proficiency checklist. A page 13 entry to this effect shall be placed in the operator's service record. A copy of each command operator's certification shall be submitted to BUPERS (Pers-63).

(3) Each operator shall be recertified semiannually. Refresher training will be provided by the equipment manufacturer or manufacturer's designated representative. Upon completion of refresher training, the commanding officer will recertify the operator. Any operator who has not had refresher training in the last 6 months is decertified and shall receive a minimum of 2 hours of hands-on instruction from the equipment manufacturer; successfully complete the appropriate Operator Proficiency Checklist; and be recertified by the commanding officer before the operator may perform field testing.

(a) In those cases where unit deployment precludes the operator's participation in the required refresher training, the command shall request a recertification waiver in writing from the second echelon commander. The period of waiver shall not exceed 60 days.

(b) Requests for waiver of the required refresher training shall include justification and a plan of action to recertify the command operators.

(c) If waiver is not granted, the command shall cease field testing and send all samples to their assigned NDSL.

3. Quality Assurance. The Quality Assurance program criteria for field testing is set forth in DOD Directive 1010.1 of 28 December 1984 (NOTAL). The sections below amplify the DOD guidance and are the mandatory quality control actions required for a command to remain certified for field testing.

a. Internal Quality Assurance requirements.

(1) Only manufacturer certified operator(s) shall operate the instrument and shall:

(a) Maintain a Quality Control Log Book documenting the use of the instrument, calibration of the reagents, tests conducted, amounts of reagent used, numbers of samples analyzed (recorded by SSN), and any discrepancies observed during the field testing that may prejudice the analysis.

(b) Comply with manufacturer's operating procedures.

(c) Check all reagents for expiration date and use only current reagents.

(d) The instrument must be calibrated before each specimen batch. As the testing progresses, the calibrator reading should not vary more than (±) 7 units. If the variation is greater than (±) 7 units, the instrument must be recalibrated and the batch retested.

(2) Supervisory review (executive officer recommended) shall be conducted every other month to ensure:

(a) Operator(s) are properly certified and have received refresher training from the equipment manufacturer within the last 6 months.

(b) Field test instrument quality control documentation is completed per the manufacturer's instructions and retained for a minimum of 2 years.

(c) The operator is complying with the chain of custody procedures in appendix B of this instruction.

(d) A temperature log is maintained for the refrigeration unit containing the reagents and controls. Daily temperature readings shall be recorded to ensure the validity of the reagents.

(e) All reagents are properly stored in a secure, refrigerated area.

(f) The reagents and samples are allowed to warm/cool to room temperature before conducting testing.

(g) Manufacturer's operating instructions are followed. (Supervisor should review operating instructions and observe actual testing procedure.)

(h) Required logs and documentation for inspections have been maintained properly.

(3) The results of supervisory reviews shall be made part of the operator's certification records.

b. External Quality Assurance Program

(1) The external quality assurance program is the responsibility of the Director, Navy Drug and Alcohol Program Division (Pers-63). Technical assistance for the program will be through the Chief, Bureau of Medicine and Surgery. All commands conducting field testing shall participate in a monthly quality control program to remain certified.

(2) Commands employing field testing shall submit 10 percent of their negative samples monthly to their assigned NDSL for rescreening ensuring that each sample is properly closed, resealed with tamper proof tape, and submitted using chain of custody procedures per enclosure (4). The chain of custody form (OPNAV 5350/2) will indicate in the premise block "FT" to indicate field testing quality assurance and control samples. The NDSL will provide results to the command, Pers-63, and BUMED. If discrepancies between the field test and the NDSL results occur, the initial field test results will be reviewed by a NDSL scientist. Based on this review, one of the following actions will occur:

(a) Concurrence will be with the field test results and no further action will be taken.

(b) Field testing operations shall be inspected by a BUMED expert from an NDSL to ensure operators meet certification, that procedures of analysis are properly conducted, instrument maintenance is performed, and reagent use and storage is in accordance with manufacturer's specifications.

(c) Based upon the results of the evaluation by the BUMED expert, Pers-63 will advise the command whether continued field testing is authorized or what remedial measures are necessary for recertification of the field testing unit.

4. Security Requirements for Field Testing. Field testing instruments and reagents shall be operated in a controlled area with limited access. Personnel requiring access will be designated in writing by the commanding officer. Only certified operators shall possess the means for accessing the field testing instruments and reagent storage areas. An official log for the space shall be maintained to document access to the space.

c. Overall threat assessment for area/region. A comparative analysis of threat assessment information is necessary to establish overall directions and should be included in this report. Any significant trends (e.g., increased use of methamphetamines as the drug of choice) should be noted.

4. The COUNSELING AND ASSISTANCE CENTER (CAAC) QUARTERLY OPERATIONS UPDATE (see NAVPERS 15514B) is provided quarterly to the respective TYCOM with copies to the appropriate FLTCINC; BUPERS Detachment, Drug and Alcohol Program Management Activity (DAPMA); and BUPERS (Pers-63) no later than 15 days past the end of the reporting quarter. Trained counselors (NEC 9519 or 9522) who conduct a screening/counseling program outside a designated CAAC are also required to submit a quarterly report through their chain of command. The CAAC report gathers information required by third and second echelon commanders to assess work loads, center efficiency, staffing requirements, and local area needs for CAAC/NADSAP services.

5. ANNUAL URINALYSIS FIELD TESTING OPERATION REPORT (AUFTOR), (A OPNAV 5350-10, is to provide Chief of Naval Personnel with an annual accountability of the Navy field testing capability. The report applies to commands who are in possession of field testing urinalysis equipment and conducting urinalysis screenings. Report submission is required not later than 30 November for the last fiscal year. It may be sent either via naval message or letterhead to BUPERS WASHINGTON DC, Pers-63. The information will be used to monitor the Navy urinalysis field testing program and provide assistance in the quality assurance of field tested samples. Appendix C to enclosure (12) provides the report format.

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ANNUAL URINALYSIS FIELD TESTING OPERATION REPORT (AUFTOR) (A
RCS OPNAV 5350-10

1. OPNAV 5350-10 format and data requirements:

ROUTINE
FM (Command)
TO BUPERS WASHINGTON DC//63//
BT
UNCLAS //N05350//
SUBJ: ANNUAL URINALYSIS FIELD TESTING OPERATION REPORT
(OPNAV REPORT 5350-10)
MSGID/GENADMIN/(Command)//
REF/A/DOC/CNO OP-15/13SEP90//
AMPN/REF A IS OPNAVINST 5350.4B//
RMKS/1. FIELD TESTING OPERATION REPORT FOR FY__.
A. (CMD UIC)
B. (LOCATION OF FIELD TESTING UNIT(S), PHYSICAL SPACE OR BUILDING)
C. (TYPE OF EQUIPMENT)
D. (TYPE OF REAGENTS USED FOR EACH URINALYSIS TEST)
E. (NUMBER OF OPERATORS)
F. (DATE(S) OF OPERATOR CERTIFICATION BY MANUFACTURER)
G. (NUMBER OF SAMPLES TESTED THIS FY)
2. (POINT OF CONTACT RESPONSIBLE FOR EQUIPMENT AND TELEPHONE NUMBER)
BT